



ROCKY MOUNTAIN  
UNIVERSITY *of*  
HEALTH PROFESSIONS

**NURSING DEPARTMENT HANDBOOK**

**JANUARY 2020**

## PREFACE

The purpose of the RMUoHP Department of Nursing Handbook is to inform faculty, preceptors, students, and communities of interest about the policies and procedures that guide and govern student progression through curriculum, coursework, and clinical experiences within the Department's programs. The handbook provides information and guidelines for use in decision-making and is intended to supplement, not replace, the RMUoHP University Handbook and the University Catalog, and any clinical affiliate's published policy/procedures.

The student is expected to abide by the policies established by this program, the rules and policies of each clinical affiliate, and the standards established by professional nursing organizations.

Questions related to the content of this handbook should be directed to any Director of Clinical Education (DCE) within the Department.

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Rocky Mountain University of Health Professions is accredited by the **Northwest Commission on Colleges and Universities** (NWCCU: 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the US Department of Education.

The graduate Nursing programs at Rocky Mountain University of Health Professions are accredited by the **Commission on Collegiate Nursing Education** (CCNE: 655 K Street, NW, Suite 750, Washington, DC 20001).

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## Overview of programs within the Department

### **Doctor of Nursing Practice Degree Program (Post-Master's)**

The completely online Doctor of Nursing Practice (DNP) Degree Program (Post-Master's) at Rocky Mountain University of Health Professions (RMUoHP) is designed for practicing registered nurses and aims to prepare advanced practice leaders to affect change through system redesign and evidence-based decision making in a variety of clinical settings.

The post-master's DNP degree program is a five semester, 46 credit, completely online program designed to enable students to continue working professionally in their communities while obtaining their doctoral degree.

This program will help students influence health and social policy for diverse populations in a variety of settings, collaborate with other teams to improve clinical care, and prepare nurses to assume greater practice and leadership roles within a healthcare organization.

Specific program outcomes, course descriptions, and the program of study can be found in the University catalog.

Academic Model. Most class sessions are delivered asynchronously with occasional synchronous sessions. The Post-Master's Doctor of Nursing Practice program does not require any visits to campus.

### **Doctor of Nursing Practice Degree Program / Family Nurse Practitioner (Post-Bachelor's)**

The Doctor of Nursing Practice Degree Program / Family Nurse Practitioner (DNP/FNP) (Post-Bachelor's) is designed to prepare practicing registered nurses to deliver primary healthcare to families in a variety of settings. DNP/FNP students follow patients through the life cycle, using obstetric, pediatric, and gynecologic, as well as adult and geriatric primary care diagnostic and management skills. The degree also prepare advanced practice leaders to affect change through system redesign and evidence-based decision making. Successful graduates are eligible to obtain licensure as an advanced practice registered nurse (APRN).

This rigorous degree is an eight-semester, 90 credit, primarily-online post-baccalaureate program designed to allow students to continue to work as registered nurses in their communities while completing their doctoral degree. Students travel to campus for one week during the five semesters that they are acquiring clinical skills.

The RMUoHP DNP/FNP program is designed to prepare nurse practitioners to deliver primary healthcare to families in a variety of settings. FNP students follow patients through the life cycle utilizing obstetric, pediatric, and gynecologic, as well as adult and geriatric primary care diagnostic and management skills.

The DNP/FNP degree requires the completion of 750 clinical contact hours, and the completion of 500 hours of a Scholarly Project (described within this handbook).

Specific program outcomes, course descriptions, and the program of study can be found in the University catalog.

Academic Model. The curriculum blends asynchronous online delivery with a requirement that students visit the Utah campus for one week during the five semesters when they are in courses with a clinical component, for skills acquisition and skills mastery.

### **Family Nurse Practitioner Certificate Program (Post-Master's)**

The Family Nurse Practitioner Certificate (FNPC) Program (Post-Master's) was developed for registered nurses with a master's (or higher) degree in nursing or a health-related specialty who wish to expand their nursing practice to the role as an FNP. The program develops clinicians who can manage care and participate in system change through identification of best practice in the care of the family.

Graduates will be eligible to take national certification exams and apply for licensure in advanced practice nursing as an FNP. This program does not lead to a Doctor of Nursing Practice degree.

This program is a six-semester, 44 credit, primarily-online post-baccalaureate program designed to allow students to continue to work as registered nurses in their communities while attending school and completing 750 clinical contact hours.

Specific program outcomes, course descriptions, and the program of study can be found in the University catalog.

Academic Model. The curriculum blends asynchronous online delivery with a requirement that students visit the Utah campus for one week during the five semesters when they are in courses with a clinical component, for skills acquisition and skills mastery.

### **Psychiatric Mental Health Nurse Practitioner Certificate Program (Post-Master's)**

The Psychiatric Mental Health Nurse Practitioner Certificate (PMHNPC) Program (Post-Master's) develops clinicians who manage the care of patients and participate in system change, and who can identify best practices for the psychiatric and mental healthcare of the individual and family. Graduates will increase their contribution to healthcare by applying the knowledge and skills developed in this program.

Graduates will be eligible to take national certification exams and apply for licensure in advanced practice nursing as PMHNP. This program does not lead to a Doctor of Nursing Practice degree.

This program is designed for registered nurses with a master's degree (or higher) who wish to expand into psychiatric-mental health advanced practice. Students complete 24 to 36 credit hours and 540 supervised clinical contact hours over four semesters.

The program of study includes the nurse practitioner (NP) core\* (separate courses in advanced practice roles, advanced pathophysiology, advanced health assessment and advanced pharmacology). The PMHNP specialty courses include content in advanced psychopharmacology and the theory and practice of psychotherapeutic modalities. The PMHNP Certificate curriculum also covers health promotion, differential diagnosis, and disease management/prevention across the lifespan. Applicants who are currently practicing in the NP role may submit transcripts and/or syllabi from the original NP program. Upon review, the university may waive DNP 630, DNP 656, DNP 654 and/or DNP 664.

Specific program outcomes, course descriptions, and the program of study can be found in the University catalog.

Academic Model. The curriculum is completely online and content is delivered primarily asynchronously.

### **Overview of curriculum development for all programs**

The Doctorate and Certificate programs in the Department of Nursing are designed to reflect current professional guidelines and standards. A list of documents used to develop and inform the curriculum can be found in the self-study submitted to CCNE as part of the Department's original application for accreditation and updated in 2018, available upon request.

### **Guidelines for all courses, all programs**

#### **Writing Assistance**

As part of this course, you may be required to seek assistance from Dr. Alan Gravano at the Writing Center, which is available by calling 385-375-8342, and by pointing your browser to <https://rm.edu/writing-center/>. Of course, you may also voluntarily seek help from Dr. Gravano.

#### **Deadlines/Due Dates**

Deadlines and due dates within Nursing Department policies and courses apply to all students. Extensions or exceptions will not be granted. This policy excludes planned accommodations for such events as bereavement, childbirth, deployment, etc. and ADA accommodations.

### **Emergency Notifications**

In case of personal bereavement or emergency (e.g., natural disaster, military deployment, hospitalization), contact the Department Chair and/or administrative assistant (Dr. Richardson, 801.842.2686, [stephanie.richardson@rm.edu](mailto:stephanie.richardson@rm.edu) and/or Melissa Capps, [melissa.capps@rm.edu](mailto:melissa.capps@rm.edu)).

### **Academic Integrity**

Rocky Mountain University of Health Professions expects students, faculty, and administrators to maintain the highest of professional standards. Established policies of conduct and behavior are outlined in detail in the University Handbook, and students are encouraged to review them. The University's students are expected to adhere both to their professional code of ethics and to the University's ideals and values of truth, integrity, and personal authenticity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.

### **Incomplete ("I")**

An "I" grade is assigned when extenuating non-academic circumstances, i.e. serious illness or other unavoidable circumstances, prevent the student from completing the course requirements by the end of the designated instruction period. If the faculty member concurs with the student that extenuating circumstances are present, the student shall fill out an Incomplete Grade Contract that is signed by the faculty member and graduate program director (GPD). The Incomplete Grade Contract may be obtained from the registrar for a \$50 fee.

### **Email Communication Guidelines**

University expectations regarding faculty/student communications are three (3) business days as a reasonable time limit to respond to email inquiries. If the faculty member (or student) will be out of town, an out-of-office auto-reply message and/or notification to the students (or faculty) ahead of time is the proper procedure.

### **Requests for Accommodations**

Refer to the University Handbook for full details. The process for obtaining program modification for students with disabilities includes the following steps:

- Upon acceptance, a student may choose to disclose his or her disability by submitting a voluntary disclosure of disability letter to the Student Services Office. Documentation and relevant information about the nature of the disability is required from a licensed professional.
- After the student has returned his or her form and official documentation (no older than five years), the Diversity and Disabilities Advisory Committee will discuss the recommended and required modifications.
- The student will then be informed in writing regarding the outcomes of the decision. The disability officer of the Diversity and Disabilities Advisory Committee will coordinate all accommodations with the
- student's faculty and others, as applicable.
- No services can be provided unless the student voluntarily discloses the disability at the time of application or following the establishment of a new diagnosis.

### **Guidelines for Scholarly Project (DNP degree program, DNP/FNP program)**

The DNP degree requirements include completion of three courses, DNP 730, DNP 740, and CC811A, for a total of 10 credits. The coursework guides the student through the creation and execution of a Scholarly Project. The Scholarly Project is an original quality improvement or program change project completed with the guidance of a Faculty Chair and a Content Expert. The Faculty Chair is chosen from RMUoHP Nursing Department core or adjunct faculty members, while the Content Expert is chosen from RMUoHP's community of interest members. During the implementation of the project, the student works closely and consistently with the Chair and Expert within a clinical setting, and completes an additional 500 hours of additional practicum hours ([Appendix 4: Attestation of Project Hours](#)). The project is defended by the student during an oral, public defense, and described in a manuscript that is archived in the RMUoHP library ([Appendix 5: Scholarly Project and Graduation Timeline](#)).

The additional practicum hours are defined broadly, with guidance from CCNE. The [Standards](#) define clinical

practice experiences as “planned learning activities in nursing practice that allow students to understand, perform, and refine professional competencies at the appropriate program level” (p. 24). Key Element III-H in the *Standards* states that the planned clinical practice experiences “enable students to integrate new knowledge and demonstrate attainment of program outcomes” (p. 16).

The *Doctoral Essentials* broadly define advanced nursing practice as “any form of nursing intervention that influences health care outcomes for individuals or populations, including the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy” (p. 4).

*The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (AACN, 2015) provides additional guidance, including, “Practice experiences should be designed to help students achieve specific learning objectives related to all of the *Doctoral Essentials*, role outcomes, and application of theory and evidence to practice” (p. 8).

Using these professional guidelines, Scholarly Project practicum hours are distributed across the three Scholarly Project courses in the following manner:

DNP 730, 50 hours: establish a clinical site and initial relationship with Content Expert.

DNP 740, 200 hours: initiate the project at the site, including identifying stakeholders, gaining IRB approvals.

CC811A, 250 hours: completion of the project at the site.

The student is responsible for securing signature of Content expert on [Appendix 4: Attestation of Project Hours](#).

**Note: Completion of [Appendix 4: Attestation of Project Hours](#) is a Department requirement for degree completion.**

Guidelines for selection of Content Experts and what constitutes a quality improvement or program change project are contained in the syllabi for the Scholarly Project courses.

Deadlines for submission of [Appendix 4: Attestation of Project Hours](#) is contained in [Appendix 5: Scholarly Project and Graduation Timeline](#).

### **Guidelines to complete clinical objectives (DNP/FNP, FNPC, PMHNPC programs)**

#### **Overview**

The Nurse Practitioner Core Competencies (NP Core Competencies) integrate and build upon existing Master’s and DNP core competencies and are guidelines for educational programs preparing NPs to implement the full scope of practice as a licensed independent practitioner. The competencies are essential behaviors of all NPs. These competencies are demonstrated upon graduation regardless of the population focus of the program and are necessary for NPs to meet the complex challenges of translating rapidly expanding knowledge into practice and function in a changing healthcare environment. Nurse Practitioner graduates have knowledge, skills, and abilities that are essential to independent clinical practice. The NP Core Competencies are acquired through preceptored patient care experiences with emphasis on independent and interprofessional practice; analytic skills for evaluating and providing evidence-based, patient centered care across settings; and advanced knowledge of the health care delivery system. Upon completion of the NP program, the NP graduate should possess the nine (9) core competencies regardless of population focus (NONPF, 2011).

Students are expected to be familiar with and integrate professional guidelines into the planning and implementation of their clinical experiences throughout the curriculum. Development and documentation of weekly objectives should reflect accomplishment of selected Nurse Practitioner Core Competencies (NONPF).

### **Clinical site and preceptor selection**

#### **Overview**

Clinical rotations are critical components of an advanced practice nursing program. The school, faculty, preceptor and student must work cooperatively to provide appropriate learning opportunities. The following process and

responsibilities are based on professional guidelines from the National Organization of Nurse Practitioner Faculties (2011), the National Task Force for Quality Nurse Practitioner Education (2012) and professional journal reviews.

Prior to beginning ANY clinical hours, students must identify a clinical site and a preceptor for each clinical course that meets established criteria and submit related documentation to the DCE for approval. Approval processes can be lengthy, so documentation must be submitted eight or more weeks prior to the first day of clinical coursework, in order to meet clinical course objectives. **Students without approved and completed forms may not engage in clinical contact hours and may be dismissed from the program for doing so.**

### Clinical Site Selection

In order to meet program objectives, students are expected to complete clinical rotations in a variety of clinical sites providing primary care (DNP/FNP and FNPC programs) or mental health care (PMHNPC program) for patient populations across the lifespan. Clinical site selection is critical to the student's success in this program. The diagnoses, task-based proficiencies, and population focus for each clinical course are described in the course syllabi and should guide the student in determining appropriate clinical sites. Students will be notified by e-mail when the clinical site has been approved. In accordance with the liability insurance policy, students are NOT permitted to engage in clinical activities NOT listed in the Clinical Activities for the student's program (e.g., observation in operating room, catheterization lab, inpatient care within a hospital).

The DCEs maintain a list of previously-approved clinical sites, and will also assist with securing approvals for sites new to our programs. Because this process can take months, please submit requests for site approvals two months prior to beginning clinical coursework. Students may not engage in clinical activities at any site that has not been approved and doing so may result in dismissal from the program.

### Process for site and preceptor selection

Two of the most important parts of your clinical education are a) securing an excellent clinical site, and b) finding a clinical preceptor at that site. This section outlines our best process for you to succeed in those tasks.

1. Find an approved clinical site.
  - a. Determine if there is an affiliation agreement with your preferred clinical site in consultation with your assigned Director of Clinical Education (DCE).
  - b. If there is a clinical affiliation agreement at your preferred site, go to #2, Get your clinical site approved.
  - c. If there is not a clinical affiliation agreement at your preferred site, email a completed Form D: Request for Affiliation Agreement to your assigned Director of Clinical Education. Your DCE will help you secure a clinical affiliation agreement, but be aware that this may take 90 days – or more. You may need to help get signatures, etc. Once you have an affiliation agreement signed for your site, go to #2, Get your clinical site approved.
  
2. Get your clinical site approved.
  - a. Complete Form A: Preceptor Profile & Acknowledgement. Your DCE will sign this later if this site is approved for you.
  - b. Go to #3, Secure a preceptor.
  
3. Secure a preceptor.
  - a. Complete Form A: Preceptor Profile & Acknowledgement.
  - b. E-mail Form A to the preceptor and the authorized representative at the facility, for their electronic or hand-written signatures.

Once your clinical site and preceptor are approved, your DCE will sign Form A for your records. You will get a signed copy of Form A for your records. A copy of the signed Form A should be given to the clinical site.

Additional information:

- Preceptor evaluations will now be completed by your preceptor through Exxat.

### **Constituent responsibilities surrounding clinical and site selection and maintenance**

#### **Responsibilities of the University**

1. The University will initiate an education affiliation agreement between the preceptor site and the University. The agreement will be signed by the person authorized to sign documents at the Clinical Site and the University Provost or their designee.
2. The University will provide the course work that establishes the foundation for clinical practice.
3. The University will maintain contact with each preceptor to evaluate the student and assist the student and preceptor in accomplishing the course objectives.
4. The University will provide all materials required for evaluation of the student's performance in the preceptor's clinical setting.
5. The University will provide the preceptor with a summative clinical hours statement at the end of each term. This summary should be retained for use in the recertification process.

#### **Responsibilities of the Faculty**

1. The Director of Clinical Education is responsible for evaluating appropriateness of clinical site and ensuring completion of student evaluation forms.
2. The Director of Clinical Education is responsible for assuring all documents are completed related to the Preceptor Profile and Acknowledgement and the Affiliation Agreement.
3. The Course Faculty is responsible for scheduling communication with student preceptors to gain preceptor input on student performance. These conversations should occur minimally at the beginning of each clinical course, midterm, and in the final week of clinical for each course.
4. The Course Faculty is responsible for reviewing the Verification of Clinical Hours form that is submitted on a weekly basis by student.
5. The Course Faculty is responsible for counseling the student if clinical hours are not completed as scheduled.
6. The Course Faculty is to ensure all evaluation processes are completed in a timely manner (Student evaluation of Preceptor, Preceptor evaluation of Student, Student self-assessment, Student evaluation of course, Student evaluation of Course Faculty.)
7. The Course Faculty is responsible for reviewing Exxat entries on a weekly basis and providing feedback to students as needed.
8. The Course Faculty is responsible for interacting with the students in the clinical discussion forum weeks 2-14.
9. An individual student summary of clinical experience will be reviewed by the Course Faculty and Director of Clinical Education at the completion of each clinical course.

#### **Responsibilities of the Preceptor**

1. The Preceptor will provide a setting that enables student to gain clinical experience relevant to program objectives.
2. The Preceptor will function as a role model providing clinical teaching and supervision for the student in the practice of assessment and management specific to patient care needs.
3. The Preceptor will cosign all official records or documents with entries by the APRN student.
4. The Preceptor will participate with the Course Faculty in conversations to discuss the student's progress and learning needs.
5. The Preceptor will provide input regarding clinical evaluation of the student by completing and submitting the Preceptor Evaluation of the Student Form to the Course Faculty within 72 hours after the last student clinical day.
6. The Preceptor is expected to notify the Course Faculty immediately when the performance of the student is in question.

### **Responsibilities of the Student**

1. The Student is responsible for demonstrating professional and ethical behaviors in all communication and interactions with Faculty, Preceptors, patients, families, and all persons in the healthcare environment.
2. The Student is responsible for completing and submitting all forms relating to the clinical experiences.
3. The Student is responsible for providing a copy of the course objectives to each preceptor during the length of the program.
4. The Student shall develop a mutually agreeable schedule with the preceptor that provides for 8 – 16 hours/week of direct patient care depending on the total number of clinical hours required for each course.
5. The Student will demonstrate the ability to manage progressively complex patient care situations (differential diagnosis, treatment plans, and patient teaching) in accordance with his/her academic progression.
6. The Student participates in conferences with the Preceptor and Course Faculty to discuss progress and identify learning needs.
7. The Student enters data from clinical experiences within 72 hours of contact and responds to Course Faculty comments within 72 hours.
8. The Student will enter a minimum of 1 patient encounter per two hours of clinical experience.
9. The student will document all patient encounters in Exxat.
10. The student will participate in the clinical note discussion forum through weeks 2-14 each semester in Canvas
11. The student will upload one clinical note to the clinical note discussion forum in Canvas during at least 10 weeks in the semester (to equal 10 notes submitted per semester)
12. The Student will participate in the course, Faculty, Student, and Preceptor evaluation processes.
13. The Student will comply with the Health Insurance Portability and Accountability Act (HIPAA) and Occupational Safety and Health Administration (OSHA) guidelines. Students will not use patient identifiers in Canvas during discussions of clinical encounters and submitting notes. Students will complete online training programs either through their clinical sites or through an approved organization at the beginning of the first clinical course and should retain certificates of completion as clinical agencies may require students to provide copies of certificates of completion prior to beginning clinical hours. Students must submit these documents to the Department.

### **Preceptor Selection Criteria**

#### **General criteria**

The preceptor selection criteria for the clinical programs in the Nursing Department are based on guidelines from the National Organization of Nurse Practitioner Faculties, the National Task Force on Quality Nurse Practitioner Education, and peer-reviewed professional nursing journals. The National Taskforce Criteria (2012) allows graduate nursing programs to “use a mix of clinicians to provide direct clinical teaching to students appropriate to the range of clinical experiences required to meet the programs objectives.” (p.18). Students should seek clinical opportunities in sites providing access to patients “across the lifespan” and of “ethnic and cultural diversity” when possible. **Students must complete a minimum of 51% of the required clinical program hours with a nurse practitioner who meets the preceptor selection criteria.**

Students must engage a minimum of 2 preceptors for clinical experiences throughout the program, and even though a preceptor may have been approved in a previous semester, preceptors must sign an acknowledgement each semester they are willing to serve, as each course has different clinical objectives.

Many students live in areas with limited access to potential qualified preceptors, and find their only eligible preceptor may be within their place of employment, may be a family member, may already be working with a classmate, or may be working within the only health care system or organization in the area. Here are general guidelines:

- Family members or close personal friends may not serve as preceptors.

- If a preceptor is mentoring more than one student, from RMUoHP or other programs, only one student at a time should be in the clinical area providing direct patient care.
- Students may complete clinical hours in their place of employment providing that clinical hours are not compensated as “employee or work hours,” the preceptor is not also the student’s supervisor in any capacity, the site is providing appropriate learning opportunities within the scope of practice for the program.

All preceptors must:

- Have a current, unencumbered license.
- Have earned national certification in their specialty area by a recognized credentialing agency.
- Have a minimum of two years current experience in their specialty area.
- Voluntarily agree to precept without financial compensation

### Specific criteria

For the DNP/FNP and FNPC programs, in order to promote acquisition of the expected roles and skills of a successful nurse practitioner, students should select preceptors who are:

- Board certified nurse practitioner (family, adult, pediatric, neonatal, women’s health, geriatric, acute care).
- MD or DO board certified in Family Medicine or Internal Medicine.
- Certified Nurse Midwife with a Master’s degree or higher.
- Physician Assistant with a Master’s degree or higher. *Note: Arizona, Mississippi, Nevada, Oklahoma, Tennessee, and Texas do not allow a PA to act as a preceptor.*
- Clinical Nurse Specialists with required additional review and approval from Director of Clinical Education and Course Faculty.
- Doctors of Podiatric Medicine and Chiropractors are NOT approved preceptors for the RMUoHP Family Nurse Practitioner Track.

For the PMHNPC program, in order to promote acquisition of the expected roles and skills of a successful nurse practitioner, students should select preceptors who are:

- Board certified nurse practitioner (psychiatric-mental health).
- MD or DO board certified in psychiatry.
- Physician Assistant with a Master’s degree or higher with a psychiatric certificate. *Note: Arizona, Mississippi, Nevada, Oklahoma, Tennessee, and Texas do not allow a PA to act as a preceptor.*
- Clinical Nurse Specialists and LCSW with required additional review and approval from Director of Clinical Education and Course Faculty.

*Note: The PMHNPC Program consists of 540 clinical hours. Of that, **500 hours with a psychiatrist or PMHNP are required in order to qualify for national certification.** This leaves 40 hours for work with an alternate clinician. If finding appropriate preceptors who meet these hours is a problem, you may need to consider doing additional hours with a psychiatrist or PMHNP in order to meet the requirements.*

### Clinical Hour Requirements

The National Task Force Criteria (2012) defines clinical hours as “hours in which direct clinical care is provided to individuals, families, and populations in population-focused areas of NP practice.” Clinical experiences and time spent in each experience should be varied and distributed in a way that prepares the student to provide care to the populations served. The number of supervised clinical contact hours that must be successfully completed in each course with a clinical component are identified in each course syllabus.

### The following activities count toward required clinical hours:

- Activities that are directly related to the completion of clinical goals and objectives;
- On-campus activities associated with a course;
- Shadowing the preceptor (no more than 8 hours); shadowing is defined as following and observing preceptor with no direct patient care; and

- Attendance at meetings including short educational offerings, staff meetings, ground rounds, etc., while in the clinical settings.

**The following activities are not included as clinical hours:**

- Travel time related to and from clinical activities;
- Requirements mandated by clinical agencies;
- Communication (e.g., e-mails, phone calls), unless conferencing;
- Assignments related to the didactic portion of the course;
- Conferences; and
- Time documenting patient encounters in Exxat.

Clinical hours for each course must be completed during the semester in which the student is enrolled in the course. No clinical hours may be completed before the first day of the semester or after the last day of the semester. Hours may not be accrued between semesters. Students are expected to begin clinical experiences within one week of the start of the semester and engage in clinical experiences weekly throughout the duration of the course. Students may not “bank” hours from previous courses nor accumulate hours during a course to finish clinical experiences more than three weeks prior to the conclusion of the course. Students desiring to complete clinical hours during recognized school holidays must obtain permission from the Course Faculty prior to scheduling those clinical hours.

*Note: Students may no longer submit alternative clinical hours for consideration in course and program totals. Previously, students have been allowed to count activities such as conferences, continuing education credits, suturing workshops, and similar advanced skills acquisition events; that is no longer the case. Supervised clinical contact hours in the presence of approved clinical preceptors are the only hours that may be counted towards course and program totals. The programs of study are lean, and the number of clinical hours are not excessive. Precepted hours are the most effective for future success.*

### **Documentation and verification of clinical hours**

**Documentation of clinical contact hours**

Students are to complete the Verification of Clinical Hours form at the completion of each clinical day. Required information includes date, start time at the clinical site, time that contact with preceptor is concluded (finish time), the total number of contact hours for the day, and the cumulative semester clinical hours. The student should obtain the signature of the preceptor at the conclusion of each clinical day to verify the number of clinical hours claimed.

On a daily basis, students are required to log clinical hours into Exxat. This student is responsible for documenting all clinical hours for the prior week before Sunday, or those hours will not be counted towards the course total.

Course faculty will review documented hours and activities on a weekly basis, and provide comments to direct student learning and future clinical experiences as needed. Students should respond to questions from course faculty within 72 hours of receipt. Failure to record clinical activities in Exxat or respond to instructor comments, may jeopardize the student’s ability to meet course objectives (and pass the course).

The student’s clinical experiences and hours provide a basis for student-instructor interaction. A running total of clinical experiences and supervised hours will build an electronic professional portfolio that will provide information for a determination regarding student progression towards course objectives.

**Formative (mid-term) and summative (end-of-term) assessments**

Faculty will contact the approved preceptor at the beginning of each course to clarify clinical objectives and review the process for completion and submission of the assessments. Formative and summative assessments involving

the student, the instructor, and the preceptor are conducted at mid-term and end-of term. The assessments are built around the data found in the documentation of clinical experiences and hours, progression towards meeting course objectives, and student-instructor-preceptor interactions. Faculty contact the preceptor to arrange the assessments, conducted at midterm and end-of-term, using videoconferencing technology.

### **Dress Code for Clinical**

Students need to follow the dress code of the clinical site. If the preceptor wears a lab coat, the student should wear “business casual” with a white lab coat. If the preceptor wears scrubs, the student should wear scrubs. There is no need for students to order a specific type or length of lab coat.

### **Identification Badges**

RMUoHP provides each student an identification badge upon matriculation for campus access. Students in online-only programs may obtain one upon request. Students should wear the identification badge at all times when completing clinical hours. Replacement badges may be obtained by contacting the Director of Clinical Education.

### **Student Health Requirements**

It is the student responsibility to meet the proof of immunization requirements set forth by the university and clinical site, and provide this proof to the Department and the clinical site. The student is responsible for the cost of additional immunizations required. Without proof of immunization requirements, the student may not continue with clinical activities and is unlikely to meet course objectives, and will not be able to continue in their program of study. Clinical site requirements supersede personal and religious exemptions allowed by states. Students who wish to be exempted from immunization requirements must seek approval from the Director of Nursing. Clinical sites will be notified if the student has been exempted from any immunization.

### **Universal Precautions**

Students are expected to follow all universal precaution policies within the clinical site experiences. The student will comply with the Occupational Safety and Health Administration (OSHA) guidelines, and complete online training programs either through their clinical sites or through an approved organization at the beginning of the first clinical course. The student should retain certificates of completion, as clinical agencies may require students to provide copies of certificates of completion prior to beginning clinical hours. Students must submit these documents to the department.

### **Student Exposure to Blood or Body Fluid Procedure**

RMUoHP is not responsible for any charges incurred as a result of care or follow-up from an exposure to blood or body fluid. Upon occurrence of an exposure to blood or body fluid (such as a needle stick or puncture injury with contaminated instruments), student must contact the Director of Clinical Education or Course Faculty immediately. The student must follow the procedures required by the clinical site in which the student is completing clinical.

### **Drug Testing Procedure**

If a clinical site in which the student is completing clinical experiences requires drug testing, the student is responsible for any cost associated with this requirement.

### **Liability Insurance**

Liability insurance is mandatory for all students. At RMUoHP, a group policy of liability insurance is provided to cover students in clinical coursework.

### **Confidentiality Agreement**

Students complete clinical hours in clinical sites working directly with other disciplines and clients and therefore will have access to sensitive information. Clinical sites may require students to complete Health Insurance Portability and Accountability Act training and sign confidentiality agreements. The student is responsible for meeting these clinical site requirements.

### **Licensure Requirements**

The student must hold a current, unencumbered nursing license in their state of residence throughout the program, and provide a copy to the Department. The copy of student license must be kept in the student file. The student is responsible for any additional licensure needs required for clinical placements (if student completes clinical in a state which is not primary state).

### **Certification Responsibilities**

Students may be required to submit proof of certification to accepting clinical sites prior to start of experiences. The student is responsible for locating, registering and financing the certifications as required.

### **Criminal Background Check**

The student will complete required criminal background checks per university policy prior to establishing clinical placements. The student may be required to complete additional background checks per clinical site. The student is responsible for the process and cost of any addition requirements.

**Specific questions relating to each clinical course should be directed to the faculty member for the course. Enrolled students are expected to provide copies of course objectives to preceptors.**

### **Clinical Activities for FNP Students**

Students in the Family Nurse Practitioner concentration are expected to develop progressively advanced skills with completion of each of the age-focused clinical rotations. Preceptors and students engage in the clinical experiences with the understanding of the following:

1. Nurse Practitioner (NP) student involvement in clinical rotations will be under the direction of the approved preceptor with the faculty available by telephone.
2. NP student is in an advanced practice nursing educational program accredited by the Northwest Commission of Colleges and Universities (NWCCU). The NP student is not currently licensed as an Advanced Practice Registered Nurse (APRN) and therefore may only practice under the guidance of an approved preceptor.
3. NP student will be participating in patient care activities, but only under the direction and guidance of the approved preceptor.
4. Approved preceptor is responsible for any services provided by the NP student while acting in the designated student role.
5. NP student shall not be independently responsible for documentation of care. Student shall sign any documentation with first initial, last name, RN, and FNP student (e.g., S. Smith, RN, FNP student).
6. NP student should develop skills in the more common procedures associated with primary care. The NP student may perform the following procedures under the guidance of a preceptor:
  - Airway management (does not include intubation)
  - Skin and wound management: e.g., minor puncture wounds, animal and human bites, minor burns, soft tissue foreign body removal, simple wound closure
  - Management of nail and nailbed conditions: e.g., ingrown toenails, subungual hematoma, paronychia
  - Incision and drainage procedures: e.g., subcutaneous abscess, pilonidal cysts, Bartholin's cysts, obtaining specimens for culture and sensitivity
  - Examination and treatment of common eye conditions: e.g., foreign body removal, chemical substance irrigation, contact lens removal
  - Examination and treatment of common nose conditions: e.g., epistaxis control, foreign body removal
  - Examination and treatment of common ear conditions: e.g., cerumen removal, foreign body removal, auricular hematoma
  - Examination and treatment of common musculoskeletal conditions: e.g., arthrocentesis, therapeutic joint injections, joint dislocations, extremity splinting and casting
  - Examination and treatment of common urologic conditions: e.g., urinalysis, cultures, catheterization

- Examination and treatment of common reproductive conditions: e.g., pap smear, vaginal/rectal cultures, vaginal microscopy

**Upon completion of the educational program, NP student demonstrates ability of the following:**

1. Integrate scientific findings from nursing and other sciences when designing and implementing outcome measures in diverse settings and age groups.
2. Demonstrate leadership skills that emphasize ethical and critical decision making, financial responsibility, effective working relationships, and a systems perspective.
3. Articulate and apply methods, tools, performance measures, and standards when applying quality principles within an organization.
4. Synthesize and apply theories, models, and research findings to nursing practice, education and management to guide an organization or healthcare system towards successful outcomes.
5. Apply patient-care technologies and informatics to coordinate and enhance care and communication.
6. Analyze ethical, legal and social factors influencing development and implementation of health policy and healthcare delivery.
7. Demonstrate critical thinking and decision making when planning, implementing and evaluating primary care interventions to culturally and age diverse populations.
8. Analyze the impact of ethical and legal principles on the planning and delivery of primary care.
9. Critique evidence-based practice protocols for application in primary care.
10. Articulate a personal philosophy and framework acknowledging professional accrediting agency competencies relating to the role and scope of practice of the family nurse practitioner.
11. Implement the role of the family nurse practitioner in selected clinical settings, specifically, cardiology (diagnostic), nephrology, urgent care, orthopedics, radiology (diagnostic), pediatrics, OB/GYN, and GI/GU.
12. Specific questions relating to each clinical course should be directed to the faculty member for the course. Enrolled students are expected to provide copies of course objectives to preceptors.

**Clinical Activities for PMHNP Certificate Students**

Students in the Psychiatric Mental Health Nurse Practitioner Certificate Program are expected to develop progressively advanced skills with completion of each of the age-focused clinical rotations. Preceptors and students engage in the clinical experiences with the understanding of the following:

1. PMHNP student involvement in clinical rotations will be under the direction of the approved preceptor with the faculty available by telephone.
2. PMHNP student is in an advanced practice nursing educational program accredited by the Northwest Commission of Colleges and Universities (NWCCU). The PMHNP student may only practice under the guidance of an approved preceptor.
3. PMHNP student will be participating in patient care activities, but only under the direction and guidance of the approved preceptor.
4. Approved preceptor is responsible for any services provided by the PMHNP student while acting in the designated student role.
5. PMHNP student shall not be independently responsible for documentation of care. Student shall sign any documentation with first initial, last name, APRN, and PMHNP student (e.g., S. Smith, APRN, PMHNP student).

**Upon completion of the educational program, PMHNP student demonstrates ability of the following:**

1. Assume a psychiatric/mental health nurse practitioner role in a variety of health care settings;
2. Assess, diagnose and manage common acute and chronic psychiatric and mental health care problems of individuals and families across the lifespan;
3. Identify the epidemiologic roots of mental health problems affecting family/community systems;
4. Evaluate the impact of environmental stressors on individual, family, and community mental health;
5. Design and implement mental health promotion and psychiatric illness prevention strategies based on clinical evidence and best practice literature;

6. Demonstrate analytical methodologies for the evaluation of clinical practice and the application of scientific evidence;
7. Collaborate with interprofessional teams necessary to improve clinical care for select populations of clients and those in settings unique to mental health care.

**Appendices**

Appendix 1: Form A: Preceptor Profile and Acknowledgement

Appendix 2: Form D: Request for Affiliation Agreement

Appendix 3: Notification and Appreciation Letter

Appendix 4: Attestation of Project Hours

Appendix 5: Scholarly Project and Graduation Timeline

Appendix 6: Handbook Acknowledgement and Agreement Form



Preceptor Name: \_\_\_\_\_

Preceptor Credentials: \_\_\_\_\_

Preceptor Email: \_\_\_\_\_

Preceptor Phone: \_\_\_\_\_

I acknowledge that I have agreed to serve as a preceptor for \_\_\_\_\_ .  
*Student Name*

\_\_\_\_\_  
*Preceptor Signature*

\_\_\_\_\_  
*Preceptor Printed Name*

\_\_\_\_\_  
*Date*

Clinical Site Facility Name: \_\_\_\_\_

Clinical Site Full Address: \_\_\_\_\_

Clinical Site Contact Name & Title (*authorized to sign affiliation agreements for facility, may not be preceptor*):

\_\_\_\_\_

I acknowledge that \_\_\_\_\_ will be at my facility from dates \_\_\_\_\_ to \_\_\_\_\_  
*Student Name* *Start Date*

\_\_\_\_\_ and will be precepted by \_\_\_\_\_ .  
*End Date* *Preceptor Name*

\_\_\_\_\_  
*Clinical Site Contact Signature*

\_\_\_\_\_  
*Clinical Site Contact Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Student Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director of Clinical Education Signature*

\_\_\_\_\_  
*DCE Printed Name*

\_\_\_\_\_  
*Date*

# Form D – Request for Affiliation Agreement



ROCKY MOUNTAIN  
UNIVERSITY *of*  
HEALTH PROFESSIONS  
*Department of Nursing*

## Student Information

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_

Program \_\_\_\_\_

Course \_\_\_\_\_

## Clinical Site Information

Clinical Site Name \_\_\_\_\_

Clinical Site Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Clinical Site Authorized

Contact Person \_\_\_\_\_

Clinical Site Phone

Number \_\_\_\_\_

Clinical Site Email \_\_\_\_\_

## Preceptor Information

Preceptor Name \_\_\_\_\_

Preceptor Email \_\_\_\_\_

Preceptor Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

# Notification and Appreciation Letter



ROCKY MOUNTAIN  
UNIVERSITY of  
HEALTH PROFESSIONS

I would like to take this opportunity to thank you for allowing \_\_\_\_\_ to precept with \_\_\_\_\_ at your facility, \_\_\_\_\_, for the dates of \_\_\_\_\_ to \_\_\_\_\_. \_\_\_\_\_ is a student enrolled in \_\_\_\_\_ at Rocky Mountain University of Health Professions.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Phone

\_\_\_\_\_  
Preceptor Name

\_\_\_\_\_  
Preceptor Email

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preceptor Phone

\_\_\_\_\_  
Authorized Facility Representative

\_\_\_\_\_  
Representative Email

\_\_\_\_\_  
Facility Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative Phone

\_\_\_\_\_  
Director of Clinical Education (DCE)

\_\_\_\_\_  
DCE Email

\_\_\_\_\_  
DCE Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCE Phone



During the development and implementation of the scholarly project, I attest that I have worked closely and consistently with an appropriate content expert in a nursing practice setting. In this context, I have completed a minimum of 500 additional practicum hours.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I attest the above is true and correct.

Content Expert Name (printed): \_\_\_\_\_

Content Expert Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Scholarly Project and Graduation Timeline

*Modified 03/12/2019*

X	Description	Target Date or Deadline	How long does this take?	Comments
<input type="checkbox"/>	Select topic, refine PICOT	DNP 730, Week 4		
<input type="checkbox"/>	Complete literature review	DNP 730, Week 10		
<input type="checkbox"/>	Select and describe relevant conceptual frameworks	DNP 730, Week 10		
<input type="checkbox"/>	Plagiarism detection software program report on manuscript containing literature review and frameworks is < 15%	DNP 730, Week 10		
<input type="checkbox"/>	Select and refine design	DNP 740, Week 3		
<input type="checkbox"/>	Select clinical site/setting	DNP 740, Week 3		
<input type="checkbox"/>	Select and describe methods, tools, population, setting, sample	DNP 740, Week 3		
<input type="checkbox"/>	Prepare IRB Application	DNP 740, Week 3	1 week	Use HRP202 Application form
<input type="checkbox"/>	Plagiarism detection software program report on IRB application is < 15%	DNP 740, Week 3		
<input type="checkbox"/>	Select Faculty Chair and Content Expert	DNP 740, Week 3	2 days	
<input type="checkbox"/>	Obtain project approval signatures from Faculty Chair and Content Expert, completed electronically.	DNP 740, Week 3	1 week	Use fillable PDF "Content Expert Form" found in <i>DNP 740 course materials</i>
<input type="checkbox"/>	Submit HRP 202 Application in <b>Canvas</b>	Target: DNP 740, Week 3 Deadline: DNP740 Week 8		
<input type="checkbox"/>	Submit HRP 202 Application and supporting documents to the IRB through <b>IRBNet</b>	Target: DNP 740, Week 3 Deadline: DNP740 Week 8	2-4 days	Letter of support from project site required. IRB review and approval of project site may be required. If so, it may serve in lieu of letter of support.
<input type="checkbox"/>	Receive response from the IRB to proceed with project	DNP 740	4-6 weeks, longer if project site IRB is involved, and longer if directions aren't followed	Because site selection and approval and IRB review consume so much time, these steps must take place a full semester before expected graduation.
<input type="checkbox"/>	Submit payment for \$2000 Scholarly Project fee	<b>Deadline: due with semester tuition invoice during CC 811A</b>		One-time fee to cover cost of committee to review your project when it is completed.

<input type="checkbox"/>	Complete data collection	CC 811A: Week 4	2-4 weeks	
<input type="checkbox"/>	Data analysis, conclusions, recommendations	CC 811A: Week 6	2 weeks	
<input type="checkbox"/>	Incorporate data analysis, conclusions, and recommendations into project manuscript.	CC 811A: Week 6		Plagiarism report target must be achieved before Faculty Chair and Content Expert will read the manuscript draft. Student generates this report.
<input type="checkbox"/>	Create oral defense draft.	CC 811A: Week 7	1 week	Create defense slides from manuscript.
<input type="checkbox"/>	Send oral defense draft, updated project manuscript draft, and plagiarism detection report to Faculty Chair and Content Expert	CC 811A: Week 7		Faculty Chair and Content Expert will read defense slides and manuscript draft to determine if you are ready to defend your project.
<input type="checkbox"/>	Obtain signature of Content Expert on Attestation of Project Hours, send completed form to Faculty Chair	CC 811A: Week 8		Cannot reserve defense date and time without signed Attestation of Project Hours.
<input type="checkbox"/>	Obtain written approval to defend from Faculty Chair and Content Expert	CC 811A: Week 8		
<input type="checkbox"/>	Forward written approval to defend to Melissa Capps in order to reserve defense date and time.	CC 811A: Week 8		Cannot reserve defense date and time without receipt of written approval to defend. <i>Both Faculty Chair and Content Expert must attend your defense.</i>
<input type="checkbox"/>	Submit Graduation Application form and \$150 fee	CC 811A: Approximately Week 8. Check university Academic Calendar for exact date.		You WILL NOT graduate this semester if not submitted by deadline. (Fee can be paid later if necessary, but required before last day of semester.) If not completed, you will have to pay tuition for next term to take CC 811B, and then re-apply for graduation.
<input type="checkbox"/>	Complete a "Tech Check" with Melissa Capps	CC 811A: Week 8		Don't skip this check of your computer, internet connection, audio, and ability to project your slides with Melissa Capps. If you are not able to connect, project, and talk, you can't successfully defend.
<input type="checkbox"/>	Successfully defend your project	CC 811A Week 9	1 hour	If not defended by this date, you must register for next term, re-apply for graduation, pay the fee again, and defend during next term.
<input type="checkbox"/>	Edit all sections of manuscript, incorporating edits suggested during defense.	CC 811A: Week 10	1 week	

<input type="checkbox"/>	Plagiarism detection software program report on manuscript final draft is < 15%	CC 811A: Week 10		Plagiarism report target must be achieved before Faculty Chair and Content Expert will read the manuscript. Student generates this report; random students will be selected for faculty-generated report to confirm accuracy.
<input type="checkbox"/>	Send electronic copy of final manuscript, plagiarism detection report, and signature page to Content Expert, then Faculty Chair for their read and approval signatures.	CC 811A: Week 11	2 weeks	Use fillable PDF "Signature Page Template" found in <i>Course Materials</i> . Dependent on number of times manuscript passes back and forth between student and faculty; each pass takes about 2 weeks. Requires plagiarism detection software report < 15%.
<input type="checkbox"/>	Submit completed HRP 229 Closure Form through <b>IRBNet</b>	CC 811A: Week 12		Must be completed before graduation. IRB will provide a copy of closure letter to Registrar.
<input type="checkbox"/>	Send electronic copy of final manuscript, plagiarism detection report, and signature page to Department Chair for her read and approval signature	CC 811A: Week 12	1 week	Requires that Department Chair read final draft of manuscript before signing. Cannot read and sign until after Content Expert and then Faculty Chair have done so, in that order.
<input type="checkbox"/>	Email electronic copy of final approved manuscript with all required signatures to <b>Registrar's Office</b> (registrar@rm.edu)	CC 811A: Approximately Week 13		Email to Registrar's Office before you mail it to bindery. Include all signature pages, appendices, etc.
<input type="checkbox"/>	Mail desired number of copies of manuscript to bindery with bindery form by deadline	CC 811A: Approximately Week 13		See Bindery Form for mailing instructions.
<input type="checkbox"/>	*Request that bindery send proof of receiving manuscript to Registrar's Office	CC 811A: One week before last day of semester		<i>*Only necessary if it is mailed after deadline, so Registrar can confirm it was completed before end of semester. No later than one week before last day of semester, or you may not complete graduation requirements in time.</i>
<input type="checkbox"/>	Complete Exit Interview Survey sent by email near the end of the semester	CC 811A: Last day of semester		Must be completed before end of semester in order to graduate.
<input type="checkbox"/>	Resolve all outstanding financial obligations to the University	CC 811A: Last day of semester		Must be completed by last day of semester. You will not receive degree or official transcript until finances are settled.
<input type="checkbox"/>	All degree requirements must be completed and all documents received by the last day of the semester in order to graduate	CC 811A: Last day of semester		



# ROCKY MOUNTAIN UNIVERSITY *of* HEALTH PROFESSIONS

## Department of Nursing

### Department Handbook and Preceptor Handbook Acknowledgement and Agreement

By signing below, I \_\_\_\_\_, agree that I have received, read, and understand all information contained in the Rocky Mountain University of Health Professions Department of Nursing Department Handbook and the Preceptor Handbook. Both handbooks can be found on the Student Forms page at <https://rm.edu/academic-affairs/general-student-information-forms/>. Subsequently, I also agree that I will adhere to and abide by the rules and regulations contained therein. I am aware of the consequences of violations of specific policies and standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Program and Cohort